DOCUMENT RESUME

ED 043 349 LI 002 140

AUTHOR	Clarke, Virginia
TITLE	The Organization of Nonbook Materials in the Laboratory School Library, North Texas State University: An Outline. Revised Edition.
INSTITUTION	North Texas State Univ., Denton.
PUB DATE	69
NOTE	79p. DESC*Audiovisual Aids; *Library Collections; *Instructional Materials; *Cataloging; *School Libraries; Library Technical Processes
AVAILABLE FROM	Northeast Campus Bookstore, 828 Harwood Road, Hurst, Texas 76053 ($2.25)
EDRS PRICE	EDRS Price MF-$0.50 HC Not Available from EDRS.
IDENTIFIERS	Laboratory School Library, *Nonbook Materials

ABSTRACT

In devising a satisfactory solution to the problem of organizing and cataloging nonbook materials, the Laboratory School< Library kept two goals in mind: (1) to keep the call numbers and catalog card-forms as simply as possible, and (2) to keep the number of catalog cards to a minimum. A full description of the original plan was published in 1954 (out of print). This publication is a supplement to the earlier manual which brings the policy statement up to date. Its main purpose is to ad students in library practice at the Laboratory School. It outlines the main features of the system, indicates types of media not originally included, and illustrates, through sample cards, solutions to cataloging problems encountered since 1954. Suggestions for further simplifications in cataloging suitable for publi schools are also given. The main topics covered include: (1) basic aims of the plan of organization, (2) devices used to achieve the aims, (3) sample call numbers, (4) description of the organization of the various types of nonbook materials, (5) temporary-slip forms for circulation and acquisition, (6) adapted and simplified catalog-card form, (7) basic card-form variations, (8) shelf card, (9) sample shelf-list and catalog cards, and (10) addenda. (NH)

ED043349

"PERMISSION TO REPRODUCE THIS COPYRIGHTED MATERIAL BY MICROFICHE ONLY HAS BEEN GRANTED BY

Virginia Clarke

TO ERIC AND ORGANIZATIONS OPERATING UNDER AGREEMENTS WITH THE U.S. OFFICE OF EDUCATION. FURTHER REPRODUCTION OUTSIDE THE ERIC SYSTEM REQUIRES PERMISSION OF THE COPYRIGHT OWNER."

The Organization of

NONBOOK MATERIALS IN THE LABORATORY SCHOOL LIBRARY

NORTH TEXAS STATE UNIVERSITY

An Outline

By Virginia Clarke, Librarian

Revised Edition

LI 002 140

Laboratory School Library

North Texas State University

Denton, Texas

1969

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

PREFACE

The Laboratory School Library became the central station for all school-owned teaching materials, including audio-visual materials and equipment, in 1945. Before that time the library collection had consisted of books almost exclusively.

Little had been written then on ways of organizing and cataloging nonbook materials, particularly on simplified ways suitable for schools. The term filmstrip was still two words, nonbook was hyphenated, and the names phonodisc and phonotape had not been invented. Not even the Library of Congress had issued any guide lines on cataloging these materials.

After a careful study of what had been written at that time about special library materials and music librarianship, we began formulating our own system, which has served us well.

One of the first problems that confronted us, and for which we found no published solution at the time, was how to catalog and index study units consisting of diverse media which cannot be stored together conveniently; for example, books with accompanying motion pictures and filmstrips, disc records with accompanying filmstrips, filmstrips with accompanying teaching guides and sample products. We devised a satisfactory answer to this problem by using a system of call numbers and catalog notes. It has been gratifying to see how well this system lends itself even to the most bizarre combinations.

It has been our goal (1) to keep the call numbers and the catalog card-forms as simple as possible and (2) to keep the number of catalog cards to a minimum. However, the cataloging of phonograph records and four-track monophonic tapes is rarely a simple matter.

The original plan, after two years of use, was described briefly in the article, "Now, Just One Place to Look," Library Journal, Vol. 73, pp. 1233-1236, September 15, 1948. A fuller description with sample cards was published as a Laboratory School Library manual under the title Non-Book Library Materials in 1954. It is now out of date and out of print.

This booklet serves as a supplement to our earlier manual, Non-Book Library Materials, bringing our policy statement up to date. One of its main uses will be as an aid to students in library practice at the Laboratory School. In outline form it recounts the main features of the system. It indicates additional types of media not included originally, and it illustrates through sample cards solutions to cataloging problems encountered since 1954. Also it includes suggestions for further simplifications in cataloging suitable for public schools.

CONTENTS

PREFACE

MAIN TOPICS

I. The basic aims of the plan of organization

II. Devices used to achieve the aims

III. Sample call numbers

IV. A description of the organization of the various types of nonbook materials

V. Temporary-slip forms used in circulation and acquisition

VI. A catalog-card form adapted and simplified from that used in the Laboratory School Library

VII. Variations in the basic card-form to accommodate various types of materials -- as now used in the Laboratory School Library

VIII. The shelf card

IX. Sample cards from the Laboratory School shelf list and catalog

A. Motion pictures, including motion picture loops
B. Slides with a printed commentary
C. Stereograms with a printed commentary
D. A filmstrip with a script and bottled samples
E. Books with accompanying materials
F. Tapes, including tapes in cassettes and tapes on cards
G. Disc records
H. Added entries for well-known authors and composers
I. An exception to the rule for main entry under title
J. Analytic entries made short and specific
K. A combination method used for some large sets

X. Addenda

A. Some other types of special materials cataloged since 1965, sample cards included
1. Three-dimensional teaching aids
2. Kits of printed, programmed materials
3. Art slides
B. Some policy changes
C. A short list of useful tools and references

THE ORGANIZATION OF NONBOOK MATERIALS IN THE LABORATORY SCHOOL LIBRARY NORTH TEXAS STATE UNIVERSITY

An Outline

By Virginia Clarke, Librarian

I. The basic aims of the plan of organization

A. To make it possible for the library user:

1. To find all kinds of materials on a particular subject, both books and nonbook materials, listed together in the general catalog under one list of subject headings.

2. To find, with a minimum of searching, all the parts of an audio-visual unit, such as a filmstrip and its accompanying sound record and teaching guide, and at the same time to conserve storage space.

B. To adapt the library circulation system already in use to include audio-visual aids and yet keep the system as simple and convenient as possible.

II. Devices used to achieve these aims:

A. One circulation-slip form used for both books and nonbook materials: a white card for books, a yellow card for nonbook materials.

B. All materials identified by short call numbers that can be copied in the "box" on the circulation slip.

1. Use of Cutter-Sanborn numbers instead of full subject headings in the call numbers for vertical file materials, overhead transparencies, and large study prints.

2. Many materials filed by accession numbers.

C. One catalog in one alphabetic arrangement using one subject heading list.

D. One catalog-card form adapted for all types of audio-visual materials. This form makes it possible <u>to show on one entry</u> the location of all the various parts of an audio-visual unit by use of:

1. Notes.

2. Short call numbers in the margin of the card for each item in the unit.

E. Uniform statistical records for books and nonbook materials.

III. **Sample call numbers that suggest the system of identification and arrangement used in the Laboratory School Library.**

FS — Filmstrip
82 — Accession number
E — Elementary school level

MP — Motion picture
14 — Accession number
J — Junior high school level

SZ — Slide (S), large size (Z)
124 — Accession number

StY — Stereogram (St), medium size (Y)
98 — Accession number

DX — Disc record (D), small size (X)
236 — Accession number

TY — Tape (T), medium size (Y)
72 — Accession number
P — Professional information for teachers and librarians.

Poster — Large poster
641 — Dewey subject number for Food

f Poster — "Folio" sized poster, i.e. very large poster.
614.8 — Dewey number for Safety

Map — Large map
100e — Place number for World (from Boggs and Lewis tables[1]) plus
1946/2 — letter symbol for Economic maps, the date represented by the map, plus the number "2" to represent the second economic map of the world acquired by the library for the year 1946.

VF — Vertical file materials
S12 — Cutter-Sanborn symbol for subject: Safety[2]
285 — Accession number (used only for those items that accompany cataloged materials, such as filmstrips, records, etc.)

OT — Transparencies and "masters" for the overhead projector
A71 — Cutter-Sanborn symbol for subject: Arithmetic[2]
285 — Accession number (used only for those items that accompany cataloged materials)

[1]Published in Classification and Cataloging of Maps and Atlases by Samuel W. Boggs and Dorothy Cornwell Lewis, Special Libraries Association, 1945.

[2]The Cutter and the Cutter-Sanborn alphabetic-order numbers, though used most extensively for author names, lend themselves to use also for subject headings or for any other words, names, or phrases to be filed or listed alphabetically. For libraries using full subject headings on vertical file materials, the following call number is suggested for printed materials to accompany audio-visual aids:

VF — Vertical file materials
Manuals — Manuals, commentaries, teaching guides, etc. to accompany AV aids
342 — Accession number

III. Sample call numbers, continued.

Large	Large flat picture, chart, map or folder up to 14"x18"
VF	Vertical file
N28	Cutter-Sanborn symbol for subject: Nature study
Picture	Very large mounted picture,[1] larger than 14"x18"
F64	Cutter-Sanborn symbol for subject: Flowers
LM	Language Master tape mounted on a card
1206	Accession number
MPL	Motion picture loop
326	Accession number
TC	Tape in cassette
97	Accession number
3DX	Object or three-dimensional representation,[2] small size[4]
29	Accession number
KX	Kit (boxed, programmed, printed material,[3]) small size[4]
84	Accession number for the kit as a whole

---

[1] These large mounted pictures are filed flat in flat shallow drawers. Standard map and chart cases are being used at present.

[2] The "3D" category includes realia, samples, specimens, models, replicas, dolls and toys, exhibits, globes, planetariums, three-dimensional art objects such as sculpture, models and constructions, pottery, jewelry, fabrics, baskets, wood and wax carvings, etc.

[3] The "K" or Kit category has not been found necessary nor desirable in this library for multi-media units, though it is conceivable that something might be acquired in the future that would require this treatment. Thus far, each medium has been stored with its kind regardless of the multi-media combinations, which are indicated on the catalog cards.

[4] The size symbols W, X, Y, and Z have been used for both the "3D" category and the "K" category, and they represent the volume of storage sapce required. The symbol W represents the size of an object or kit requiring storage space up to that of a 6" cube (36 cubic inches) or requiring 8" shelving 6" apart. X represents space up to a 12" cube or 12" shelves 12" apart. Y represents space up to a 24" cube or 24" shelving 24" apart. Z represents space larger than that of Y.

III. Sample call numbers, continued.

In call numbers for sets of nonbook materials, the oblique mark has been used in numbers like 67/8, 89/91, 102/7, 305/16 to indicate the continuous consecutive accession numbers respectively: 67 to 68, 89 to 91, 102 to 107, 305 to 316. The oblique mark separates the first complete number from the varying digits of the last number. See the examples below. Note that in the call number for a map on the preceding page, the oblique mark is used with a different meaning. The number (2, 3, or 4) following an oblique mark after the date in the call number for a map indicates the second, third, or fourth map acquired that represents the given place at the given date.

Continuous accession numbers in a set are indicated in the call number thus:

FS
1239/47
J

Manners make a difference. Eye Gate House, c1951.
9 filmstrips. Color.

Contents: -1. Why have good manners. -2. Table manners. -3. Good manners when visiting. -4. Good

A duplicate is indicated by a second accession number placed under the first. For example:

FS
1292
1293
J

We visit Holland. Eye Gate House, c1951.
Filmstrip. 25 frames. Color. (Some European neighbors)

Duplicate sets are indicated thus:

FS
1309/13
1314/8
E

Patriotic visits. Curriculum Films, c1950.
5 filmstrips. Color.

Contents: -1. Visiting Mount Vernon. -2. Visiting the Statue of Liberty. -3. Visiting our army. -4. Visiting our navy. -5. Visiting the United Mations School.

IV. A description of the organization of the various types of nonbook materials

A. Vertical file (legal size, 10"x15", and large size, 15"x18")

1. Arranged by subject in alphabetical sequence
2. Call number
   a. VF - for vertical file (preceded by the word, "Large," for the oversize file)
   b. Cutter-Sanborn number in lieu of the subject heading
   c. Accession number if the item accompanies an audio-visual aid
3. Stored vertically in legal or oversize filing cabinets

B. Transparencies and "masters" for the overhead projector

1. Arranged by subject in alphabetical sequence in a file separate from the information file, i. e., separate from the vertical file materials designated by the symbol "VF", which is open to students. The transparency file is reserved for faculty.
2. Call number
   a. OT - for overhead-projector transparencies and "masters"
   b. Cutter-Sanborn number in lieu of the subject heading
   c. Accession number if the item accompanies cataloged materials
3. Stored vertically in a cabinet with oversize drawers that are deep enough to accommodate the mounts and file guide, at least 12" deep, inside measurement. The 15"x15" size is now being used.

C. Posters

1. Small posters placed in the vertical file with other materials on the same subject
2. Large posters
   a. Arranged by size and subject
   b. Call number
      (1) "f" for "folio" - used on oversized or very large posters
      (2) The word "Poster"
      (3) Dewey classification number for subject
      (4) Date, if important
      (5) Copy number if more than one
   c. Call number, ownership mark, and date of processing placed on the front upper left-hand corner of the poster
   d. Filed flat in shallow drawers of two sizes for large and very large posters

D. Maps

1. Small maps placed in the vertical file with other materials on the same subject
2. Large maps
   a. Arranged by size, area, type or subject, and date
   b. Call number
      (1) "f" for "folio" - used on oversized or very large maps
      (2) The word "Map"
      (3) Classification number (Boggs & Lewis) representing the area
      (4) One or more letter symbols representing the type and/or subject
      (5) Date of the situation portrayed by the map

IV. D. Maps, continued.

(6) Number 2,3, etc. to indicate the second, third, etc. map
c. Call number, mark of ownership, and date of processing placed on the front upper left-hand corner of the map
d. Filed flat in shallow drawers of two sizes for large and very large maps

E. Uncataloged photographs and other pictures

1. Small and medium-sized pictures placed in the vertical file with other materials on the same subject
2. Large mounted pictures (larger than 14"x18")
   a. Arranged by subject
   b. Call number
      (1) The word "Picture"
      (2) Cutter-Sanborn number in lieu of the subject heading
      (3) Copy number if more than one
   c. Call number, ownership mark, and date of processing placed in the upper left-hand corner of the mount on the back or on the front, usually on the back to keep from detracting from the picture.
   d. Filed flat in shallow drawers

F. Cataloged photographic materials, discs, tapes, kits, and three-dimensional materials. See the explanatory note on the following page.

1. Each type of material is stored separately
2. Arranged by size (if there is more than one size) and subarranged by accession numbers. A separate accession-shelf-list is kept for each type of material.
3. Call numbers
   a. Type symbol
      (1) FS - filmstrip
      (2) MP - motion picture
      (3) MPL - motion picture loop
      (4) S - slide
      (5) St - stereogram
      (6) D - disc record
      (7) T - audio tape
      (8) TC - audio tape in cassette
      (9) LM - Language Master tape on card
      (10) 3D - three-dimensional object or representation
      (11) K - kit (used now only for boxed, programmed, printed materials)
   b. Size symbol (for slides, stereograms, discs, tapes, kits, and three-dimensional objects)
      (1) W - very small
      (2) X - small
      (3) Y - medium
      (4) Z - large
   c. Accession number
   d. Grade level (disregarded in arrangement)
      (1) E - elementary
      (2) J - junior high school
      (3) Absence of a grade symbol indicates senior high school or adult level.
      (4) P - professional materials for teachers and librarians
4. Each type of material is stored in shelves or drawers of suitable size.

IV. A description of the organization, continued

A Note Regarding Classification

The question is sometimes asked, "Should nonbook materials be classified like books?" also "Should nonbook materials be shelved with the books on the same subject?"

It is necessary to have a subject approach to all school library materials but not necessarily two subject approaches, i. e. by both subject arrangement and by subject catalog, as we have become accustomed in the handling of books.

It will be noted that in these Laboratory School policies there is a subject arrangement of the uncataloged materials, whereas those cataloged are arranged by accession number. The subject catalog is a far more flexible and efficient tool than shelving by subject, because one item can be placed physically in only one spot in a classified arrangement regardless of how many unrelated subjects it may cover. With effective subject cataloging, the simple accession-numerical arrangement becomes feasible.

The national trend seems to be toward using serial numbers (accession numbers) in the call numbers for identification and location of nonbook materials as evidenced by the following excerpts from Standards for Cataloging, Coding, and Scheduling Educational Media, published by the Department of Audio-Visual Instruction, NEA, 1968, pp. 21-22: "A numbering system which uniquely identifies each item and labels its place in storage is recommended for storage and retrieval purposes within any instructional materials center. The prime purpose of such an identification numbering system is to uniquely identify a unique item. . .the standard format used by the Machine Readable Cataloging Project is recommended . . . This Identification Number may become vital to any computer-based information retrieval or material scheduling network because it sequentially and uniquely identifies medium, storage area, date and accession number of each item, as well as the specific copy."

It was decided at an early date at the Laboratory School to use the accession number in the call numbers of cataloged nonbook materials to make identification easy and immediate. Also it was decided to store each medium separately for economy in storage space and for efficiency in inventory and maintenance of the collection. The saving in storage space alone would seem to justify this decision. The catalog has served well as a searching and finding tool. A duplicate of the shelf list for each medium is made available to pupils and teachers to answer the question, "What do you have on records?" etc.

With all its beautiful simplicity, there is one admitted disadvantage in having only the specific subject analysis that the usual subject catalog provides: there is no synthesis, no grouping of related topics. To overcome this, the cataloger may need occasionally to assign both specific and broad headings to an item. See Section X, A, 3, c, of this outline (Art slides - Sample cards) for examples.

V. Temporary-slip forms used in circulation and acquisition

Call Number	Author or Composer

Title:

Signature:

Phone No.

Date Due:

Grade:

Perm. Student No.

LABORATORY SCHOOL LIBRARY

Left: The call-slip form used for the circulation of both books and nonbook materials. The form is printed on white card stock for books and on yellow card stock for nonbook materials. The same slip serves both as a circulation card and as a fine slip in a simple one-card circulation system.

LABORATORY SCHOOL LIBRARY

Nonbook Materials Added

Date_____

Moving Pictures (MP)
Stereograms (St)
Slides (S)
Large Posters (Posters)
Large Flat Maps (Maps)
Disc Records (D)
Filmstrips (FS)
Tapes (T)
Vertical File (VF)
Trans. & Masters (OT)
Other
Total
Inclusive accession numbers:
MP
St
S
D
FS
T
VF
OT
Other
Shelf cards added
Catalog cards added

Right: The additions-record form used in the acquisitions process for nonbook materials. This is for a temporary record made on the date when something of a nonbook nature is added to the collection. Cumulated statistics are transferred to the permanent inventory record at the end of each month. A similar form is used for books.

VI. A catalog-card form adapted and simplified from that used in the Laboratory School Library.

Call number — Title. Manufacturer, date [if known]
Description: kind, size, running time, etc.

Price — Brief annotation giving something of the contents, performers, authors, composers, etc.
With:
Call number — Title of the accompanying material. (Brief description of the accompanying material)

SUBJECT

(Shelf card)

The same general card-form may be used for all types of audio-visual materials. A form similar to the one above has been used successfully in the Laboratory School for listing filmstrips, motion pictures, slides, stereograms, phonograph records, and tapes.

Most school libraries will need at least two cards for each cataloged nonbook item. A shelf card and a subject card will usually suffice, and it would not be advisable to attempt more than this minimum of cataloging unless the school librarian is assisted by adequate clerical staff.

If adequate clerical staff is available and if there is a well-developed music or art curriculum in the school, additional entries would be considered for: (1) titles and variant titles; (2) authors, composers, artists, and photographers; (3) performers; (4) artistic and literary forms of composition; (5) mediums of performance, e.g. the kind of musical instrument used; (6) series; (7) sponsors, producers, and directors. In any case, the number of cards made for any one item should be limited to those actually needed. Note the tracings on sample cards in section IX of the outline.

In a school system where copies of the same items will be purchased regularly for a number of schools, it would be advisable to consider centralized cataloging and processing and some type of local card reproduction, for example, the Xerox process.

VI. A catalog-card form adapted, continued.

A. Sample shelf cards.

FS
121
$3.00

A Pictorial Guide to Hamlet. Young America. Filmstrip. 64 frames. (Shakespeare Series)

Stills from Laurence Olivier's motion picture version of Shakespeare's Hamlet.

With:

VF
Manuals
223

Shakespeare Series. (A teacher's guide to accompany the series of 8 filmstrips)

PLAYS

An accession-shelf-list entry for a filmstrip with an accompanying teacher's guide

VF
Manuals
223

Shakespeare Series. (A teacher's guide to accompany the series of 8 filmstrips: FS-121 through FS-128)

An accession-shelf-list entry for the teacher's guide

Printed commentaries, teacher's guides, and other flimsy items that accompany many audio-visual materials cannot be filed easily with the filmstrips and other audio-visual aids they accompany. It is more convenient to file them in a separate file or under a separate heading, such as Manuals, in the general information file (vertical file). This group of printed materials may have its own series of accession numbers and its separate "shelf" list to facilitate location and taking inventory. One such file may take care of commentaries, teaching guides, and other accompanying printed materials for all types of visual aids.

It may be noted that standard English capitalization has been used in titles on these cards. This will be an aid to student typists and will be consistent with the rules students are learning in English classes.

VI. A. Sample shelf cards, continued.

DZ
22

My Country 'Tis of Thee. World Broadcasting System.
Speech record. 33 1/3 r.p.m. 16".
1 side.

Written and spoken by Vincent Pelletier.
With:

FS
99

My Country 'Tis of Thee. (Filmstrip synchronized to accompany the above transcription)

UNITED STATES

The call number includes the accession number. The shelf list can easily serve as the accession record also. Above is an accession-shelf-list card for a disc record illustrated by a filmstrip -- often called a sound filmstrip. Below is the accession-shelf-list card for the accompanying filmstrip.

FS
99

My Country 'Tis of Thee. (Filmstrip synchronized to accompany disc record DZ-22)

VI. A catalog-card form adapted, continued

B. Sample subject cards

Subject cards are based on the shelf card for the main item of an audio-visual set and not on the shelf card for the accompanying materials. A subject card represents the whole set.

PLAYS

FS 121 A Pictorial Guide to Hamlet. Young America. Filmstrip. 64 frames. (Shakespeare Series)

Stills from Laurence Olivier's motion picture version of Shakespeare's Hamlet.

With:

VF Manuals 223 Shakespeare Series. (A teacher's guide to accompany the series of 8 filmstrips)

UNITED STATES

DZ 22 My Country 'Tis of Thee. World Broadcasting System. Speech record. 33 1/3 r.p.m. 16" 1 side.

With:

FS 99 My Country 'Tis of Thee. (Filmstrip synchronized to accompany the above transcription)

VII. Variations in the basic card-form to accommodate various types of materials -- as now used in the Laboratory School Library

A. Form for cataloging filmstrips.

Call number — Title. Manufacturer, date [if known]
Filmstrip. Number of frames. Color.
(Series note)

Production note [if needed]
Contents or brief annotation [if needed]
Library has also
Call number — Title of accompanying material. (Brief description of the accompanying material)

In the production note are given the names of important authors, editors, composers, artists, photographers, performers, conductors, directors, sponsors, producers, and all other useful information regarding the making of the audio-visual item if the information is not already given above on the catalog card. The names are given in the note as they appear on the material itself, on the labels, or on the accompanying printed materials. Established forms of well-known personal names are used for added entries. With each name in the production note is a title or other indication of the capacity in which the person or company serves, as Thomas Gray, author; Alfred Stieglitz, photographer; Bette Davis, actress; Metro-Goldwin Mayer, producer; Nat Wolff, production director.

B. Form for cataloging motion pictures. See also Section IX, A, for sample cards for motion picture loops.

Call number — Title. Manufacturer, date [if known]
Motion picture. Number of reels [if more than one] Running time. Sound. Color.
(Series note)

Production note [if needed]
Contents or brief annotation [if needed]
Library has also
Call number — Title of the accompanying material. (Brief description of the accompanying material)

VII. Variations, continued.

C. Form for cataloging projection slides.

Call number Title. Manufacturer; serial number.
Projection slide. Size. Color. (Series note)

Production note [if needed]
Contents or brief annotation [if needed]
Library has also
Call number Title of accompanying material. (Brief description of accompanying material)

D. Form for cataloging stereograms

Call number Title. Manufacturer; serial number.
Stereogram. Number of reels, strips, etc. [if more than one] Size. Color. (Series note)

Production note [if needed]
Contents or brief annotation [if needed]
Library has also
Call number Title of accompanying material. (Brief description of accompanying material)

VII. Variations, continued

E. Form for cataloging disc records

Call number — Title. Manufacturer; set and record numbers*
Speech record or Music record. Speed. Groove type [if it is unusual for the speed] Diameter. Number of sides. Stereo. (Series note)

Production note [if needed]
Contents [if needed]
Library has also

Call number — Title of the accompanying material. (Brief description of the accompanying material)

*Set and record numbers appear on the shelf card only.

F. Form for cataloging sound recordings on tape. See also Section IX, F, 6 & 7 of this outline for sample cards for audio tapes in cassettes and on cards.

Call number — Title. Manufacturer or recorder; serial number; date [if known]
Speech record or Music record. Tape. Running time. Speed. Number of tracks, mono or stereo, side number, upper or lower head [if more than one-track monophonic] (Series note)

Production note [if needed]
Contents, brief annotation, or other titles on the same tape.
Library has also

Call number — Title of the accompanying material (Brief description of the accompanying material)

A long entry may be continued on the reverse side of the shelf card or on an extension card in the catalog.

VIII. The shelf card.

In the Laboratory School routines, the shelf card is the first card made, and it is the unit card on which the catalog cards are based. Student typists can follow it in making the catalog cards. On the shelf card, the price is given in the margin several spaces below the first call numbers, and the tracing is added after the notes on the front of the card or on the reverse side. The price, the tracing, and the manufacturer's serial numbers are not repeated on the catalog cards. The shelf list serves as the accession record also. The accession number is part of the call number.

FS
2432
$4.40
VF
L77
1228

The adventures of Huckleberry Finn. Popular Science Publishing Company; c1967; 5006. Filmstrip. 41 frames. Color. (Secondary literature)

Samuel Langhorne Clemens, author.
Library has also
Teaching guide. (For the filmstrip above)

I. Clemens, Samuel Langhorne. II. Series.

(Shelf card for the filmstrip)

(Shelf card for the guide)

VF
L77
1228

Teaching guide. (For the filmstrip: FS-2432)

A shelf card is made not only for the main item in an audio-visual set or unit but also for each kind of accompanying material. This is done to facilitate taking inventory. In rare instances, mixed types of materials are packaged together. In this case, one shelf card will suffice for the package. See the examples in the outline under IX, E, 5 and 6.

In most cases, one set of catalog cards is made for an entire audio-visual set, and it is based on the shelf card for the main item, e.g. the shelf card for the filmstrip represented above.

When several compositions, literary or musical, are recorded on one disc or one tape, they may be cataloged separately even though there is never more than one shelf card for any one physical item. See the outline under F, 5 and G, 1.

VIII. The shelf card, continued.

One shelf card may stand for a series of items if they are of the same type, under the same title, and accessioned in sequence, e.g. the set of 5 motion pictures represented under IX, E, 3. The accession number 13/7 represents 13 through 17.

IX. Sample cards from the Laboratory School library shelf list and catalog

A. Motion pictures.

MP
26

$225.00

The aged land. International Film Bureau, 1963.
Motion picture. 25 min. Sound. Color.

Life in modern Greece as seen against its setting of ancient ruins; photographed, directed, and edited by Harry Atwood; written by Roberta Baska; spoken by Steve Heller.

1. GREECE, MODERN - DESCRIPTION AND TRAVEL

(Shelf card)

MP
24
E

$135.00

Time of wonder. Weston Woods Studio, 1961.
Motion picture. 13 min. Sound. Color.

An iconographic motion picture made from Robert McCloskey's original illustrations for his book, Time of wonder; Morton Schindel, producer; Ted Hoskins, narrator; Arthur Kleiner, composer.

1. SEACOAST - STORIES 2. NATURE STUDY - STORIES
3. CALDECOTT MEDAL BOOKS I. McCloskey, Robert

(Shelf card)

See also the example under IX, E, 3.

IX. A. Motion pictures, continued

The following cards represent a locally-made motion picture with accompanying script and tape.

MP
20
P

The Devonian Elementary School Library, an experiment in quarters and organization.
Andrews, Texas, The Andrews Public Schools, 1960.
Motion picture. 26 min. Silent. Color.

$126.70

Directed by Jane Pool and T. W. Hendrick; script, narration, and film editing by Virginia Clarke; photographed by Brodie Hutchinson and Sam Hollis; titles by Jimmy Boyd.

See verso.

(Shelf card)

(Reverse side of the shelf card for the motion picture)

VF
B72
Trainig
892

Library has also
The Devonian Elementary School Library. (Oral script to accompany the motion picture)

TZ
41
P

The Devonian Elementary School Library. (Taped version of the narration to accompany the motion picture)

1. SCHOOL LIBRARIES 2. ANDREWS, TEXAS. PUBLIC SCHOOLS

Extention cards are used in the catalog to continue a long entry instead of the reverse side of the card as shown here in depicting a shelf card.

Shelf cards are made also for the script and for the tape, which are not shelved with the motion picture, but only one set of catalog cards is made for the complete set. In this case the catalog cards are based on the motion-picture shelf-entry.

IX. A. Motion pictures, continued

Shelf cards for materials accompanying a motion picture

TZ
41
P

The Devonian Elementary School Library. Andrews, Texas, the Andrews Public Schools, 1960.
Speech record. 28-minute tape. 7 1/2 ips. Single-track mono.

Virginia Clarke, author and narrator.
Library has also

MP
20
P

The Devonian Elementary School Library. (The motion picture illustrating this taped commentary) See verso.

(Shelf card for the tape)

(Reverse side of the shelf card for the tape)

VF
B72
Training
892

The Devonian Elementary School Library. (A typed version of the commentary to accompany the motion picture)

VF
B72
Training
892

The Devonian Elementary School Library. (Oral script to accompany the motion picture: MP-20-P. Taped version of the commentary: TZ-41-P)

(Shelf card for the typed version of the commentary)

IX. A. Motion pictures, continued

Motion picture loops

MPL 12
$15.50

Poster making. Hester and Associates; EF 103-71.
Motion picture loop. Standard 8mm. 3 min. and 40 sec. Silent. Color. (Art concept series)

Directed by Clarence Kincaid and Stanley Madeja.

Library has also

VF A785 1156

Art. (Teaching guides for the various loop films in the series)

1. POSTERS I. Series

(Shelf card for the motion picture loop)

(Shelf card for the commentary for the art series)

VF A785 1156

Art. (To accompany the Art concept series of standard 8mm single-concept films in Technicolor cartridges: MPL-1/8 and MPL-9/12)

MPLs 24
$175.00

The ancient Peruvian. The Ealing Corporation; c1968; 90-0191/4.
Motion picture loop. Super 8mm. 27 min. Sound. Color.

The rise and fall of the Inca empire; photographed on location in Peru and Bolivia; live-action footage intercut with animation inspired by Indian motifs; adapted from Julien Bryan's International Film Foundation production.

1. INCAS

(Shelf card)

IX. A. Motion pictures, continued

Motion picture loops

MPL 16/8

Paper chromatography. The Ealing Corporation; c1964; 81-015/7.
3 motion picture loops. Standard 8mm. 4 min. each approx. Silent. Color. (Biological techniques series)

$15.50

A Throne Films release; adapted from the Biological sciences curriculum study.
Contents: -1. Basic theory. -2. Solvent effect. -3. Amino acids.

See verso.

(Shelf card)

1. CHROMATOGRAPHY II. Biological science curriculum study.

(Reverse side of the shelf card)

MPL 22

A volcano in action. The Ealing Corporation; c1968; 85-0198.
Motion picture loop. Super 8mm. 4 min. Silent. Color. (The wonders of nature)

$21.50

Paricutín photographed by the U. S. Air Force; Kilauea photographed by the U. S. Geological Survey.

1. VOLCANOES I. Series

(Shelf card)

IX. Sample cards, continued

B. Slides with a printed commentary

SY
21/30
$5.00

Songbirds of farm and woodland. Society for Visual Education; set 3-S; slides Bi-33, 170, 171, 131, 130, 138, 136, 126, 143, 31. 10 projection slides. 2"x2" Color.

Library has also

VF
B618
443

Songbirds of farm and woodland. (Oral script to accompany the set of slides)

1. BIRDS

(Shelf card)

C. Stereograms with a printed commentary

StW
73
35¢

The Tombs of the Kings, Thebes, Egypt. Sawyer's View-Master, c1950; reel 3304. 7 stereograms. 16mm. Color.

Library has also

VF
L26eg
575

The Tombs of the Kings, Thebes, Egypt. (Oral script to accompany the stereograms)

1. EGYPT

(Shelf card)

IX. Sample cards, continued

D. A filmstrip with a script and bottled samples

When real objects and three-dimensional representations are included in audio-visual units, they are assigned to the three-dimensional category, represented by the symbol: 3D, and sub-arranged by size and accession number. See the notes following Section III. In the case represented by the cards below, the bottled samples are cataloged on the reverse side of the shelf card and on an extension card for each catalog entry.

FS
1098
Gift
VF
G95
Steel
847

Steel. Jam Handy, 1957.
Filmstrip. 37 frames. Color.
Produced and distributed by United States Steel Corporation.
Library has also
How steel is made. (A commentary and teacher's guide to accompany the above filmstrip)

See verso.

(Shelf card)

VF
G95
Steel
847

How steel is made. (A commentary and teacher's guide to accompany the filmstrip: FS-1098 and samples: 3DX-1/5)

(Shelf card)

3DX
1/5
Gift

How steel is made. United States Steel Corporation, 1957.
5 samples. Packed in a box 2"x2 1/2"x10" high.

Bottled samples of iron ore, coke, limestone, pigiron, and steel to be used with filmstrip: FS-1098 and with a commentary and teacher's guide: VF-G95-Steel-847.

(Shelf card)

IX. Sample cards, continued

E. Books with accompanying materials

1. A book with a teacher's guide and resource manual

551.58 Leopold, A . Starker.
L58ds The desert, adapted by the editors of
J Silver Burdett from a volume in the Life nature
library by A. Starker Leopold and the editors of
Gift Life. Silver Burdett Company, c1964.
D26849 190 p. illus. (Life nature library)

Library has also
VF Teacher's guide and resource manual, also a
P57 sample workbook to accompany the above book.
905/6 See verso.

(Shelf card)

1. DESERTS I. Life (Chicago) II. Series

(Reverse side of the shelf card for the book)

VF Teacher's guide and resource manual, also a
P57 sample workbook to accompany the book:
905/6 551.58-L58ds-J, The desert by A. Starker
Leopold, adapted by the editors of Silver
Burdett.

(Shelf card)

IX. E. 1. A book with a teacher's guide, continued

Library of Congress cards may be used by adding notes for the accompanying materials. See the next page for shelf cards for the accompanying materials.

574
A512bi
D23823
Gift

American Institute of Biological Sciences. *Biological Sciences Curriculum Study.*
Biological science: an inquiry into life. BSCS high school biology: yellow version. A revision prepared by John A. Moore [and others] Edited by Don E. Meyer and Virginia M. Dryden. New York, Harcourt, Brace & World [°1963]
xix, 748 p. illus. (part col.) ports. 24 cm.
Includes bibliographies.
Library has also
VF
B61
948/9
Teacher's manual for both the text and for the Student laboratory guide.

(Continued on next card)
63-25104

574
A512bi

American Institute of Biological Sciences. *Biological Sciences Curriculum Study.* Biological science ... [°1963]
(Card 2)

VF
B61
950
——— Student laboratory guide; edited by Don E. Meyer and Virginia M. Dryden. New York, Harcourt, Brace & World [°1963]
xv, 288 p. illus. (1 col.) 28 cm.

QH47.A522

1. Biology. 2. Biology—Laboratory manuals. I. Moore, John Alexander, 1915- II. Meyer, Don E., ed. III. Title.

QH47.A52 574 63-25104
Library of Congress [5]

IX. E. 1. A book with a teacher's guide, continued

Shelf cards for pamphlets accompanying the book represented by cards on the previous page.

VF
B61
948

Teacher's manual. (For the textbook: Biological science: an inquiry into life: 574-A512bi)

VF
B61
949

Teacher's manual for Student laboratory guide. (To accompany the textbook: Biological science: an inquiry into life: 574-A512bi)

VF
B61
950

Student laboratory guide. (To accompany the textbook, Biological science: an inquiry into life: 574-A512bi)

IX. E. Books, continued

2. A book with filmstrips

395
B41m
J

D15501

$3.50

FS
634/8
J

(Shelf card)

Beery, Mary.
Manners made easy. McGraw-Hill, c1949.
327 p. illus.

Bibliography: p. 299-307. "List of visual aids": p. 309-314.
Library has also
Etiquette series. (5 McGraw-Hill filmstrips correlated with the book)

1.ETIQUETTE I. Title: Manners made easy

FS
634/8
J

$15.00

Etiquette series. McGraw-Hill, c1948.
5 filmstrips.

Contents:-1. As others see you. -2. School spirit. -3. Home ground. -4. Table talk. -5. Stepping out.
Library has also

395
B41m
J

Manners made easy. (A book by Mary Beery, correlated with the filmstrip set)

IX. E. Books, continued

3. A book with motion pictures, filmscrips, and an instructor's manual

Though only one set of catalog cards usually is made for a unit comprising audio-visual and printed materials, the following example represents one that needed a set of catalog cards for the book and one for the visual series also.

The sample shelf cards shown here are for the book and for the motion picture series. Shelf cards were made also for the filmstrip series and for the instructor's manual, which is kept in the vertical file.

371
S374s
P
D15678
$353.75
for set
MP
13/7
P

Schorling, Raleigh.
Student teaching. 2nd ed. New York, McGraw-Hill, c1949.
415 p. illus.
"Suggested readings" at the end of each chapter.
Library has also
Teacher education series. (A set of 5 motion pictures correlated with the above text book. See title of the series for contents)
See verso.

(Shelf card for the book)

(Reverse side of the shelf card for the book)

FS
522/6
P

Teacher education series. (A set of 5 filmstrips based on the motion picture series of the same title. See title of the series for contents)

VF
T25
682

Instructor's manual for Teacher education series
1. TEACHING I. Title: Student teaching

See the next page for some other shelf cards in this set.

IX. E. 3. Book with motion pictures, continued

MP
13/7
P

$353.75
for set

Teacher education series. Mc Graw-Hill, c1947.
5 motion pictures. 5 reels. 21, 23, 14, 13, & 19 min. Sound. (McGraw-Hill text films)

Raleigh Schorling, technical planning consultant and author of the book: Student teaching

Contents: -1/2. Learning to understand children. (a) Part I. A diagnostic approach. (b) Part II. A remedial program. -3. Maintaining classroom discipline. -4/5. The broader concept of method. (a) Part I. Developing pupil inter-

See verso.

(Shelf card for the motion pictures)

(Reverse side of the shelf card for the motion pictures)

ests. (b) Part II. Teacher and pupils planning together.

FS
522/6
P

Library has also
Teacher education series. (A set of 5 filmstrips based on the above motion pictures)

371
S374s
P

Student teaching. (A text book correlated with the above motion pictures and filmstrips)

Instructor's manual for Teacher education series.

VF
T25
682

1. TEACHING 2. CHILD STUDY (anal) 3. SCHOOL DISCIPLINE. (anal) I. Schorling, Raleigh. II. Title anals.

IX. E. Books, continued

4. A book with a disc record and an accompanying leaflet.

The set of books, of which this is volume one, was purchased a volume at a time as a subscription. Each volume is matched with a sound record of words and music typical of the historical period covered in the book. Accompanying each record is a leaflet containing the texts of spoken excerpts as well as notes on and lyrics for the music.

973 L72 v.1 \$6.77
Morris, Richard Brandon.
The New World, by Richard B. Morris and the editors of Life. Time, c1963.
176 p. illus. (The Life history of the United States, vol. 1: Prehistory to 1774)
Library has also
DY 677 The sounds of history, Record 1: Prehistory to 1774, The New World. (A disc record to accompany the above book)
See verso.

(Shelf card for the book)

(Reverse side of the shelf card for the book)

VF L26ush 935
Record 1: Prehistory to 1774, The New World, The sounds of history. (A leaflet containing the texts of spoken excerpts as well as some notes on and lyrics for the music heard in Record 1, together with bibliographical references)

1. U. S. - HISTORY - COLONIAL PERIOD I. Title II. Life (Chicago) III. Series

IX. E. Books, continued

5. A book packaged with disc records

Sometimes books are shelved with the disc records. This method is satisfactory when a book is a secondary part of an audio-visual unit, when the book is not expected to circulate except with the records, and when it comes packaged with the records in a slip case or album box of convenient shape and size. The book is accessioned as a book, but it bears the same call number as the record, with which it is packaged and shelved, plus its own accession number for identification.

DY
746/50
$12.50
set

Leonard Bernstein's Young people's concerts.
Columbia; records ZTV-86001-10.
Music record. 33 1/3 rpm. 7" 10 sides.

Leonard Bernstein conducting the New York Philharmonic Orchestra.

Library has also

DY
746/50
D27716

Leonard Bernstein's Young people's concerts for reading and listening. Simon & Schuster, c1962. (A book, D27716, shelved in a slip-box with the records)

See verso.

(Shelf card for the records and for the book)

(Reverse side of the shelf card for the records and book)

1. ORCHESTRAL MUSIC 2. MUSIC - ANALYSIS, APPRECIATION

IX. E. Books, continued

6. A book packaged with a disc record and strip slides

DY
745
$3.98
set

The Metropolitan Museum of Art. Panorama Colorslide Program; A-5;ZLP-52455/6. Speech record. 33 1/3 rpm. 7" 2 sides. (Guided tours of the world's great museums)

Basil Rathbone, narrator.
Library has also

DY
745
SP-666/7

Metropolitan Museum of Art, New York. (32 Panorama slides, SP-666/7, shelved with the record)

See verso.

(Shelf card for the set)

(Reverse side of the shelf card for the set)

DY
745
D27718

A Colorslide tour of the Metropolitan Museum of Art, New York; 32 masterpieces of painting visited with Theodore Rousseau, Jr., Curator of Paintings. Columbia Record Club, c1961. (A book, D27718, shelved with the record collection and containing in its cover-pockets the record and the slides based on it.

1. PAINTINGS 2. SCULPTURE 3. NEW YORK (CITY) METROPOLITAN MUSEUM OF ART
I. Rathbone, Basil II. Rousseau, Theodore
III. Series

IX. E. Books, continued

7. A book separated from records originally packaged with it because this reference book will be used and circulated often without the need of the records.

Shelf card for the book

598.2
W541s
D23899
$11.95
DX
771/6

Wetmore, Alexander, 1886–
Song and garden birds of North America, by Alexander Wetmore and other eminent ornithologists. Foreword by Melville Bell Grosvenor. Washington, National Geographic Society [1964]
400 p. illus. (part col.) col. map (on lining paper) 27 cm. (Natural science library)
"Acknowledgments and reference guide": p. 398–[399]
"Bird songs of garden, woodland, and meadow, by Arthur A. Allen and Peter Paul Kellogg" (12 p. and phonodiscs: 12 s. 7 in. 33⅓ rpm.) ~~in pocket.~~ 3. RECORDS – BIRD SONG
1. Birds—North America. 2. Bird-song. I. Allen, Arthur Augustus, 1885-1964. Bird songs of garden, woodland, and meadow, 1964. II. National Geographic Society, Washington, D. C. III. Title. IV. Title: Bird songs of garden, woodland, and meadow.
QL681.W46 598.2973 64—23367
Library of Congress [64f14]

Shelf card for the records and booklet

DX
771/6

Bird songs of garden, woodland, and meadow. (A 12-page booklet with 6 disc records, accompanying the book: 598.2-W541s, Song and garden birds of North America, by Alexander Wetmore and others)

Subject card for book, records and booklet

BIRDS – NORTH AMERICA

598.2
W541s

Wetmore, Alexander, 1886–
Song and garden birds of North America, by Alexander Wetmore and other eminent ornithologists. Foreword by Melville Bell Grosvenor. Washington, National Geographic Society [1964]
400 p. illus. (part col.) col. map (on lining paper) 27 cm. (Natural science library)
"Acknowledgments and reference guide": p. 398–[399]
"Bird songs of garden, woodland, and meadow, by Arthur A. Allen and Peter Paul Kellogg" (12 p. and phonodiscs: 12 s. 7 in. 33⅓ rpm.) in pocket.
1. Birds—North America. 2. Bird-song. I. Allen, Arthur Augustus, 1885-1964. Bird songs of garden, woodland, and meadow, 1964. II. National Geographic Society, Washington, D. C. III. Title. IV. Title: Bird songs of garden, woodland, and meadow.
QL681.W46 598.2973 64—23367
Library of Congress [64f14]

DX
771/6

IX. Sample cards, continued

F. Tapes.

1. A shelf-list entry for a single-track monophonic tape recording of a single program.

TY
41

The march of civilization begins. Texas School of the Air and Tapes, 1223-15.
Speech record. 15-minute tape. 7 1/2 ips. Single-track mono. (Then and now; Indiana School of the sky history program, no. 2)

$3.00

Produced by Indiana University in cooperation with the Indiana State Department of Education; taped by the Texas Education Agency.

1. MAN, PREHISTORIC 2. CIVILIZATION

2. A monophonic tape recording made locally on one side of a two-track tape. Side two is unused.

TY
42

Book reviews by Evelyn Oppenheimer. KRLD radio broadcast, 10.15 p.m., October 25, 1964.

Speech record. 15-minute tape. 7 1/2 ips. 2-track mono, side one.

Taped at home by Patsy Mandell.
Contents: -Dobie. Cow people. -Sandoz. The beaver men. -Barrie. The shadow of eagles.

1. BOOK REVIEWS I. Oppenheimer, Evelyn.

IX. F. Tapes, continued.

3. A four-track stereo tape on which are recorded two well-known musical compositions. The compositions are cataloged separately. One shelf card represents the whole tape. On it full cataloging is given to the composition on the first side, and the tracing on the shelf card represents the composition on the first side. The tracing for the second composition, which is recorded on the second side, appears on the main catalog card for the second composition. The tracing for headings that apply to both sides is put on the shelf card but is not repeated on the main catalog card for the second side.

TZ
13
$4.95

Swan lake (suite) Richmond; RCE-40005.
Music record. 20-minute tape. 7 1/2 ips. 4-track stereo, side 1.

Peter Tchaikovsky, composer; The London Philharmonic Orchestra, conducted by Kenneth Alwyn.

On the same tape:
Side 2: Grieg. Peer Gynt (suite no. 1)

1. ORCHESTRAL MUSIC I. Tchaikovsky, Peter Ilich. [The swan lake, op. 20. Orchestral suite] See the main catalog card for Peer Gynt (suite no.1) for other tracings.

(Shelf card for the whole tape)

TZ
13

Peer Gynt suite no. 1. Richmond; RCE-40005.
Music record. 15-minute tape. 7 1/2 ips. 4-track stereo, side 2.

Edvard Grieg, Composer; The London Philharmonic Orchestra, conducted by Kenneth Alwyn.

On the same tape:
Side 1: Tchaikovsky. Swan lake (suite)

I. Grieg, Edvard Hagerup. [Peer Gynt. Orchestral suite no. 1, op. 46]

(Main catalog card for side 2)

IX. F. Tapes, continued

4. A monophonic tape recording made locally using all tracks of a four-track tape for one program.

TX
43

The book review contest. Laboratory School Library, NTSU, November 1964.
Speech record. 40-minute tape. 7 1/2 ips. 4-track mono.

Instructions to book review contestants and demonstration reviews; taped at the Laboratory School Library, by Virginia Clarke, librarian, and university students in school library practice.
1. BOOK REVIEW CONTEST 2. BOOK REVIEWS

(Shelf card)

5. A monophonic recording of four separate programs on one four-track tape. The tracing for subject entries for the tape as a whole and the tracing for all titles appear on the reverse side of the shelf card. Each program is cataloged separately, and the tracing for added entries that apply to an individual program (but not to the tape as a whole) are placed on the main catalog card for that specific program. See the sample cards on the next page.

TY
30
J

Cabeza de Vaca. Texas School of the Air and Tapes, 2186.
Speech record. 15-minute tape. 7 1/2 ips. 4-track mono, side 1, upper head. (Trail blazers for Texas)
$4.00

On the same tape:
Side 2, upper head: Pedro carves a window.
Side 1, lower head: Pirate and patriot.
Side 2, lower head: Father of Texas.

See verso.

(Shelf card for the tape as a whole)

1. TEXAS - HISTORY I. Cabeza de Vaca. II. Pedro carves a window. III. Pirate and patriot. IV. Father of Texas. See title cards in the catalog for other tracings.

(Reverse side of the shelf card for the tape as a whole)

IX. F. 5. Four separate programs on one 4-track tape, continued.

Main catalog cards for two of the four programs recorded on tape number 30, represented by the shelf card shown on the preceding page. The tracing for added entries that apply to the individual program (but not to the tape as a whole) are placed on the reverse side of each of these cards.

TY
30
J

Cabeza de Vaca. Texas School of the Air and Tapes, 2186-15.
Speech record. 15-minute tape. 7 1/2 ips. 4-track mono, side 1, upper head. (Trail blazers for Texas)

Produced by Radio House, University of Texas in cooperation with the Austin Junior League; taped by the Texas Education Agency.

TY
30
J

Father of Texas. Texas School of the Air and Tapes, 2186-15.
Speech record. 15-minute tape. 7 1/2 ips. 4-track mono, side 2, lower head. (Trail for Texas)

Produced by Radio House, University of Texas in cooperation with the Austin Junior League; taped by the Texas Education Agency.

IX. F. 5. Four separate programs on one 4-track tape, continued

A subject entry for tape number 30 as a whole. This card is based on the shelf card and lists all titles on the tape.

TEXAS - HISTORY

TY
30
J

Cabeza de Vaca. Texas School of the Air and Tapes, 2186-15.
Speech record. 15-minute tape. 7 1/2 ips. 4-track mono, side 1, upper head. (Trail blazers for Texas)

On the same tape:
Side 2, upper head: Pedro carves a window.
Side 1, lower head: Pirate and patriot.
Side 2, lower head: Father of Texas

A subject entry for one program recorded on tape number 30. This card is based on the main catalog entry for the particular program.

AUSTIN, STEPHEN FULLER

TY
30
J

Father of Texas. Texas School of the Air and Tapes, 2186-15.
Speech record. 15-minute tape. 7 1/2 ips. 4-track mono, side 2, lower head. (Trail blazers for Texas)

Produced by Radio House, University of Texas, in cooperation with the Austin Junior League; taped by the Texas Education Agency.

IX. F. Tapes, continued

6. A cassette tape recording of a local school program. The speed is omitted in the description because all cassettes record and play at the standard 1 7/8 ips.

TC
130

\$5.95

Two North Texas poets. Laboratory School Library, April 1, 1969.
Speech record. 90-minute tape cassette. 2-track mono, sides 1 & 2.

Arthur M. Sampley and Gene Shuford, poets and members of the North Texas State University staff, speaking before Laboratory School ninth grade English classes about poetry and with readings from their own works.

1. RECORDS (SPEECH) - POETRY I. Sampley, Arthur McCullough. II. Shuford, Cecil Eugene.

(Shelf card)

7. A set of Language Master tapes on cards. Since these are for use on the Bell & Howell Language Master machine, which plays at one speed, there is no need to indicate the speed [or the sides and tracks] for these tapes.

LMY
401/600

\$35.00
set

Word-picture program; Set I: Nouns: Everyday things. Bell & Howell Company; c1966; E-35; B & H Part no. 111021.
Speech record. 200 Language-Master tapes-on-cards.

Each card in this set contains both the printed word and an accompanying picture together with the oral taped pronunciation. Each of the words in this set is also used in a phrase and a sentence in the Language Stimulation Program.

See verso

1. RECORDS (SPEECH) - ENGLISH DICTION
2. VOCABULARY - PROGRAMMED INSTRUCTION
3. ENGLISH - PRONUNCIATION - PROGRAMMED INSTRUCTION I. Title: Nouns: Everyday things.

IX. G. Disc records.

1. A disc record with filmstrips and synchronizing texts.

These cards represent a sound recording of four separate stories on one disc. The problem is similar to the one where four separate programs are recorded on one tape, and a card-form similar to the one used for the tape in the previous example is used here. Each title is cataloged separately.

DY
674
E

$25.00
set

Millions of cats. Weston Woods, PBP-101.
Speech record. 33 1/3 rpm. 12" Side 1, band 1.

Wanda Gág, author and illustrator of the book
On the same disc:
Side 1, band 2: Mike Mulligan and his steam-shovel.
Side 2, band 1: Make way for ducklings.
Side 2, band 2: Hercules.

See verso.

(Shelf card for the record)

(Reverse side of the shelf card for the record)

Library has also

FS
1129/32
E

(Four filmstrips illustrating the four books represented on the disc record)

VF
L77
884-7
E

(Four filmstrip texts designed to synchronize the filmstrips with the disc record)

I. Millions of cats. II. Mike Mulligan and his steamshovel. III. Make way for ducklings. IV. Hercules. See title cards in the catalog for other tracings.

IX. G. 1. Disc record with filmstrips and texts, continued

The main catalog card for one of the stories recorded on the Weston Woods disc record. Each story is cataloged separately even though there is only one shelf card for the disc as a whole.

DY
674
E Millions of cats. Weston Woods.
Speech record. 33 1/3 rpm. 12" Side 1, band 1.

Wanda Gág, author and illustrator of the book.
Library has also
FS
1129 Millions of cats. (Wand Gág's illustrations on film)

VF
L77
884 Filmstrip text for Millions of cats. (Designed as an aid in synchronizing the disc and filmstrip)

See verso.

1. CATS - STORIES I. Gág, Wanda.

IX. G. 1. Disc record with filmstrips and texts, continued

The shelf card for one of the filmstrips accompanying the record represented on the previous page.

FS
1129
E

Millions of cats. Weston Woods Studios.
Filmstrip. 44 frames.
From the book of the same name written and illustrated by Wanda Gág.
Library has also

DY
674

Millions of cats. (A disc record synchronized with the above filmstrip)

VF
L77
884

Filmstrip text for Millions of cats. (Designed as an aid in synchronizing the disc and filmstrip)

The shelf card for one of the texts accompanying the record represented on the previous page.

VF
L77
884

Filmstrip text for Millions of cats, by Wanda Gág. (Designed as an aid in synchronizing the sound filmstrip consisting of the disc: DY-674 and the filmstrip: FS-1129)

IX. G. Disc records, continued

2. An alternative card-form for cataloging the same Weston Woods disc record. This form follows music library policy more closely in the method of showing the contents. The contents of the complete record would appear on each catalog entry, and an extension card would be required for each catalog entry. Each title would be cataloged separately.

DY
674
E

Millions of cats. Weston Woods, PBP-101A.
(Reverse side: PBP-101B)
Speech record. 33 1/3 rpm. 12" 1/2 side.

$25.00 set

Wanda Gág, author and illustrator of the book.
Same side: -Burton. Mike Mulligan and his steamshovel.
Reverse side: -(a) McCloskey. Make way for ducklings. -(b) Gramatky. Hercules.

(Shelf card for the record as a whole)

(Reverse side of the shelf card)

Library has also

FS
1129
E

Millions of cats. (Wanda Gág's illustrations on film)

VF
L77
884

Filmstrip text for Millions of cats, by Wanda Gág, designed as an aid for synchronizing the sound filmstrip.

1. CATS - STORIES I. Gág, Wanda.

IX. Sample cards, continued

H. Added entries for well-known authors and composers.

Added entries are made for authors, composers, and performers if they are well known. The name of the author or composer is followed by the established, standard form of the title, i.e. the conventional title, if the title of the item cataloged varies from the original or standard form. Also when stories are recorded from well-known collections, the collection title follows the author's name.

Gray, Thomas.
[Elegy written in a country churchyard]
MP
5 Gray's elegy. United World Films.
Motion picture. 17 min. Sound.

Thomas Gray, author.

Kipling, Rudyard.
Just so stories.
DY
759 The cat that walked by herself and other Just
E so stories. Caedmon.
Speech record. 33 1/3 rpm. 12" 2 sides.

Rudyard Kipling, author; Boris Karloff, reader.

Geisel, Theodor Seuss.

TY
9 Horton hatches the egg. Texas School of the
E Air and Tapes, 731-15.
Speech record. 15-minute tape. 7 1/2 ips. 4-track mono, side 2, lower head.
(Your story parade)

Produced by the Texas Education Agency in cooperation with the Association for Childhood Education, the University of Texas, and Station WFAA, Dallas; Theodor Seuss Geisel, author of the book.

IX. H. Added entries for authors and composers, continued

Grofé, Ferde.
[Grand Canyon suite. On the trail]
TY 4 J — Ferde Grofé, musical photographer. Texas School of the Air and Tapes, 214-15.
Speech and music record. 15-minute tape. 7 1/2 ips. 4-track mono, side 2, lower head. (Adventures in music)

Contents: -Grand Canyon suite. On the trail. -Mississippi suite. Father of waters.

Grieg, Edvard Hagerup.
[Peer Gynt. Orchestral suite no. 1, op.46]
TZ 13 — Peer Gynt suite no. 1. Richmond.
Music record. 15-minute tape. 7 1/2 ips. 4-track stereo, side 2.

Edvard Grieg, composer; The London Philharmonic Orchestra, conducted by Kenneth Alwyn.
On the same tape:
Side 1: Tchaikovsky. Swan lake (suite)

Liadoff, Anatol.
[Kikimora, op. 63. "Legend for orchestra"]
DY 687 — Toscanini, Arturo, conducting the NBC Symphony Orchestra. Victor.
Music record. 33 1/3 rpm. 12" 2 sides.

Contents: -1. (a) Dukas. The sorcerer's apprentice. (b) Smetana. The Moldau. -2. (a) Saint-Saens. Danse Macabre. (b) Liadoff. Kikimora. (c) Weber. Invitation to the dance.

IX. Sample cards, continued

I. An exception to the rule for main entry under title.

Though the basic rule is to make the main catalog entry under title for all nonbook materials, exception may be made when a number of different compositions are recorded on one long-playing record without an "album" title. In that case the main entry can be made under any unifying element that permits the record to be cataloged as a whole. Often such a record is by one composer, by one performer, by one performing group, by one author, or by one production company, such as Walt Disney Productions.

DY
701
\$10.00
set

Respighi, Ottorino.
1. The fountains of Rome. 2. The pines of Rome. Telefunken; record TC-8002.
Music record. 33 1/3 rpm. 12" 2 sides.

Franz André, conducting the Symphony Orchestra of the Belgian National Radio.
Library has also

FS
1127

Fountains of Rome by Respighi. (Filmstrip scenes in Rome, Italy)

See verso.

(Shelf card - Main entry under composer)

VF
M98
675

Fountains of Rome. (Teacher's guide and notes to accompany the filmstrip and record)

1. ROME, ITALY 2. ORCHESTRAL MUSIC I. The fountains of Rome. II. The pines of Rome.

(Reverse side of the shelf card)

The fountains of Rome.

DY
701

Respighi, Ottorino.
1. The fountains of Rome. 2. The pines of Rome. Telefunken.
Music record. 33 1/3 rpm. 12" 2 sides.

Franz André, conducting the Symphony Orchestra of the Belgian National Radio.
Library has also

FS
1127

Fountains of Rome by Respighi. (Filmstrip scenes in Rome, Italy)

(A catalog title-entry)

See next card.

IX. I. An exception to the rule, continued

DY
777
E
Tchaikovsky, Peter Ilich.
1. Nutcracker suite, op. 71a. 2. Between birthdays, op. 39. Columbia; record ML-5664.
Music and speech record. 33 1/3 rpm. 2 sides.
$3.49
With verses by Ogden Nash spoken by Peter Ustinov; Andre Kostelanetz, piano soloist and orchestra conductor.
Library has also
811
N252n
E
The new Nutcracker suite. (A printed and illustrated version of the verses)
See verso.
(Shelf card for the disc - Main entry under composer)

1. ORCHESTRAL MUSIC 2. CHILDREN'S POETRY
I. Nash, Frederic Ogden. The new Nutcracker suite. II. Nash, Frederic Ogden. Between birthdays. III. Tchaikovsky, Peter Ilich. [The nutcracker. Orchestral suite. Op. 71a] IV. Tchaikovsky, Peter Ilich. [Children's album. Op. 39. Selections] V. Ustinov, Peter Alexander. VI. Kostelanetz, Andre. VII. [The nutcracker. Orchestral suite. Op. 71a] VIII. Between birthdays, op. 39.
(Reverse side of the shelf card for the disc)

811
N252n
E
D23751
$3.50
Nash, Frederic Ogden.
The new Nutcracker suite, and other innocent verses. Designed and illustrated by Ivan Chermayeff. Little, 1952.
47 p. illus.
Library has also
DY
777
E
Nutcracker suite, op. 71a. (A disc record: Nash's verses spoken by Peter Ustinov and recorded with Tchaikovsky's music)
See verso.
(Shelf card for the book)

I. Title
(Reverse side of the shelf card for the book)

IX. I. An exception to the rule, continued

Library of Congress cards for the same record and book represented on the preceding page.

Chaĭkovskiĭ, Petr Il'ich, 1840–1893.
[The nutcracker. Suite] *Phonodisc.*

Nutcracker suite, op. 71a. Between birthdays (Children's album) op. 39. Verses by Ogden Nash. Spoken by Peter Ustinov. Columbia ML 5664. [1961]

2 s. 12 in. 33⅓ rpm. microgroove. (Columbia masterworks)
Verses adapted to Chaikovskii's music; the 2d work originally for piano.
For orchestra; Andre Kostelanetz, conductor.
Program notes on slipcase.
1. Suites (Orchestra) 2. Orchestral music. Arranged. 3. Monologues with music (Orchestra) I. Chaĭkovskiĭ, Petr Il'ich, 1840–1893. Album pour enfants. Selections; arr. II. Nash, Ogden, 1903– III. Ustinov, Peter. IV. Kostelanetz, Andre, 1901– V. Title. VI. Title: Between birthdays. VII. Title: Children's album.

R 61—1226

Library of Congress [n63b1]

Nash, Ogden, 1902–
The new Nutcracker suite, and other innocent verses. Designed and illustrated by Ivan Chermayeff. [1st ed.] Boston, Little, Brown [1962]

47 p. illus. 26 cm.

I. Title.

Full name: Frederic Ogden Nash.

PZ8.3.N3Ne j 811 62—8540 ‡

Library of Congress [6215]

IX. I. An exception to the rule, continued

DY
793
E

Disney (Walt) Productions.
1. (a) Adventures of Little Hiawatha and his friends. (b) Elmer the elephant. 2. (a) The flying mouse. (b) Ugly duckling. Disneyland; record ST-1917.
Speech and music record. 33 1/3 rpm. 12" 2 sides.

$1.50

Disney versions of four stories with songs; told by Grey Johnson, child narrator, and Ginny Tyler. See verso.

(Shelf card - Main entry under producer)

I. Longfellow, Henry Wadsworth. [The song of Hiawatha. Hiawatha's friends] II. Hiawatha. III. Andersen, Hans Christian. [The ugly duckling] IV. [The ugly duckling] V. Elmer the elephant. VI. The flying mouse.

(Reverse side of the shelf card)

DY
786
J

Irving, Washington.
1. The legend of Sleepy Hollow. 2. Rip Van Winkle. Disneyland; record ST-1920.
Speech and music record. 33 1/3 rpm. 12" 2 sides.

$1.50

A Walt Disney production based on the Washington Irving stories; Billy Bletcher, narrator.

I. The legend of Sleepy Hollow. II. Rip Van Winkle. III. Disney (Walt) Productions.

(Shelf card - Main entry under the original author)

IX. I. An exception to the rule, continued

DY 687
$15.90 set

Toscanini, Arturo, conducting the NBC Symphony Orchestra. Victor; record LM-2056.
Music record. 33 1/3 rpm. 12" 2 sides.

Contents. -1. (a) Dukas. The sorcerer's apprentice. (b) Smetana. The Moldau. -2. (a) Saint-Saens. Danse Macabre. (b) Liadoff. Kikimora. (c) Weber. Invitation to the dance.

See verso.

(Shelf card - Main entry under performer)

(Reverse side of the card above)

Library has also

FS 1112 — The sorcerer's apprentice. (A filmstrip story and visual sequence)

VF L77 863 — The sorcerer's apprentice. (Filmstrip notes to accompany the filmstrip)

FS 1116 — Danse macabre. (A filmstrip visual sequence to illustrate the record)

VF M98 866 — Danse macabre. (Filmstrip notes to accompany the filmstrip)

See next card.

Only two compositions on the record are matched with filmstrips.

DY 687 — Toscanini — 2 (Shelf list)

1. ORCHESTRAL MUSIC Anals: I. Dukas, Paul Abraham. [The sorcerer's apprentice] II. Smetana, Bedrich. [My country. No. 2, Moldau] III. Saint-Saens, Camille. [Danse macabre, op. 40] IV. Liadoff, Anatol. [Kikimora, op. 63. "Legend for orchestra"] V. Weber, Carl Maria von. [Invitation to the dance, op. 65] VI. The sorcerer's apprentice.

(Shelf extension card)

IX. Sample cards, continued

J. Analytic entries made short and specific.

The contents note is eliminated from analytic entries if it is a long one and/or if it makes an extension card necessary.

Dukas, Paul Abraham
:The sorcerer's apprentice;
DY 687 Toscanini, Arturo, conducting the NBC Symphony Orchestra. Victor.
Music record. 33 1/3 rpm. 12" 2 sides.

Library has also
FS 1112 The sorcerer's apprentice. (A filmstrip story and visual sequence)

VF L77 866 The sorcerer's apprentice. (Filmstrip notes to accompany the filmstrip)

○

See the preceding page for the complete shelf entry for the Toscanini record. See also IX, H, continued, for another analytic entry from the same set of cards, which is an entry representing a composition that does not have an accompanying filmstrip. The sample below shows how the call number is made specific for an analytic entry.

PUNCTUATION

FS 1076 1089 1091 English grammar series. The University of Texas, Visual Instruction Bureau.
19 filmstrips. Color.

Produced in cooperation with Joseph Jones, English Department, The University of Texas.

FS 1074/92 English grammar series. The University of Texas, Visual Instruction Bureau.
19 filmstrips. Color.

$60.00 set

Produced in cooperation with Joseph Jones, English Department, The University of Texas.
Contents. -1. Agreement of subject and verb. -2. Diagrams. -3. End punctuation. -4. How to write a theme, Part 1. -5. How to write a theme, Part 2. -6. How to write a theme, Part 3. -7. Making better outlines. -8. Parallel structure.
See verso.

○

(Shelf card)

IX. J. Analytic entries, continued

As an aid to student typists, the specific accession number is included in the tracing for an analytic entry. This is illustrated in the example below.

FS
985/90

$6.00
each

Library tools series. Young America Films, c1954.
6 filmstrips. Color.

Contents: -1. Aids in writing and reading. -2. Almanacs and yearbooks. -3. Books for biography. -4. Gazateers and atlases. -5. One-volume encyclopedias. -6. Readers' guide to periodical literature.

See verso.

(Shelf card)

1. REFERENCE BOOKS 2. ALMANACS (986) 3. BIOGRAPHY (987) 4. GEOGRAPHY - DICTIONARIES (988) 5. ATLASES (988) 6. ENCYCLOPEDIAS AND DICTIONARIES (989) 7. READERS' GUIDE TO PERIODICAL LITERATURE (990)

(Reverse side of the shelf card)

ATLASES

FS
988

Library tools series. Young America Films, c1954.
6 filmstrips. Color.

Contents: -1. Aids in writing and reading. -2. Almanacs and yearbooks. -3. Books for biography. -4. Gazateers and atlases. -5. One-volume encyclopedias. -6. Readers' guide to periodical literature.

(Analytic entry)

IX. K. A combination method used for some large sets.

This large set of filmstrips was entered under the series title but with each filmstrip cataloged separately in order to match the teaching guides clearly with the corresponding filmstrips. An added entry was made for each individual filmstrip title. One reference card under subject and one under the director's name serve for the whole set. See the next page for added entries.

FS
1187
E

\$8.00

VF
M42
953

Elementary mathematics, Series 1: Language of sets. Colonial Films, c1961.
Filmstrip. 45 frames. Color.

Bernard H. Gundlach, director.
Library has also
Teachers' guide, 1.1: Language of sets. (To accompany the above filmstrip)

See verso.

(Shelf card for the filmstrip)

x MATHEMATICS. Elementary mathematics, Series 1. x Gundlach, Bernard H. Elementary mathematics, Series 1. I. Language of sets.

(Reverse side of the shelf card for the filmstrip)

VF
M42
953

Teachers' guide, 1.1: Language of sets. (To accompany the filmstrip: FS-1187-E)

(Shelf card for the teachers' guide)

IX. K. A combination method used for some large sets, continued.

Some added entries for the set represented by the shelf cards on the preceding page.

MATHEMATICS

Elementary mathematics. Colonial Films.
(A series of filmstrips produced under the direction of Bernard H. Gundlach)

See the title entry: Elementary mathematics, for the call number and the teaching guide for each filmstrip.

Gundlach, Bernard H

Elementary mathematics. Colonial Films.
(A series of filmstrips produced under the direction of Bernard H. Gundlach)

See the title entry for the call number and the teaching guide for each filmstrip.

Language of sets.

FS
1187
E Elementary mathematics, Series 1: Language of sets. Colonial Films, c1961.
Filmstrip. 45 frames. Color.

Bernard H. Gundlach, director.
Library has also
VF
M42
953 Teachers' guide, 1.1: Language of sets. (To accompany the above filmstrip)

X. Addenda

A. Some other types of special materials cataloged since 1965, sample cards included

1. Three-dimensional teaching aids

The symbol, 3D, is used for real objects and three-dimensional representations including realia, samples, specimens, models, replicas, dolls and toys, exhibits, globes, planetariums; also art objects such as sculpture, models, constructions, wood and wax carvings, pottery, jewelry, baskets, fabrics, etc.

Used with the 3D symbol are the size symbols: W, X, Y, and Z.
W represents storage volume requirement up to a 6" cube or 8" shelving 6" apart.
X represents storage volume requirement up to a 12" cube or 12" shelving 12" apart.
Y represents storage volume requirement up to a 24" cube or 24" shelving 24" apart.
Z represents storage volume requirement larger than Y.

One series of accession numbers is used for all types of three-dimensional objects. They are shelved by size and subarranged by accession numbers regardless of type. The type is brought out clearly in the physical description on the catalog card. Each separate part of a set or composite model is given a separate accession number.

a. Card form.

Call number — Title. Manufacturer; serial number; date [if known]
Type of object. Size. Color.
Price
Description and/or production information.
Contents [if there are several parts]
Library has also
Call number — Title of the accompanying material. (Brief description of the accompanying material)

X. A. 1. Three-dimensional adis, continued

b. Sample cards, continued

3DW
6

Grand Canyon National Park. The Lange Company.
Relief map. 7" x 8 1/2" x 1/2" high.

$1.00

A three-dimensional relief map of the Grand Canyon park area showing roads and points of interest as well as a relief representation of the canyon itself.

1. GRAND CANYON NATIONAL PARK - MAPS

(Shelf card)

3DY
35

Solar system model. Hubbard Scientific Company; SS-200.
Model. 9"x24"x13" high. Color.

$24.00

For teaching planet identification, sizes, distances, and colors.
Library has also

VF
A85
1065

Elements of astronomy and physical geography, by Donald A. Hall. (A pamphlet useful as an aid to teachers using this model)

1. SOLAR SYSTEM

(Shelf card)

X. A. 1. Three-dimensional teaching aids, continued

b. Sample cards

3DY
8/15

$58.00

Elementary land-form models. Hubbard Scientific Company; EGM-510.
8 models. Occupying table space 36" square when assembled; relief 3" high. Color.

An integrated set of plastic land-form models. Contents: -1. Costal plain. -2. Canyon. -3. Fault-block mountains. -4. Folded mountains. -5. Coastline. -6. Glaciers. -7/8. Volcano.
Library has also

VF
P57
1091

Lesson plan. (For use with the Elementary land-form models)

(Shelf card)

See verso.

1. PHYSICAL GEOGRAPHY 2. GEOLOGY
(Reverse side of the shelf card)

3DY
33

$73.00

Frog. Nystrom Biological Model Company; ZM304.
Model. 7"x12"x18" high. Color.

A cut-away model showing the internal organs from the vernal side, and on the dorsal side showing the brain, cranial and spinal nerves.
Library has also

VF
B61
1138

Model key. (For use with the Frog, model ZM304)

1. FROG 2. ANATOMY, ANIMAL

(Shelf card)

X. A. 1. Three-dimensional aids, continued

b. Sample cards, continued

3DY
39
40

$32.50
each

Pictorial relief globe. A. J. Nystrom & Co.
Globe. 16" ball; gyro-disc mounting.

Three-dimensional portrayal of topography is the outstanding feature of this globe; easily read physical and political information; ocean depths and currents are shown; a profile legend relates color to specific elevations above sea level.

1. GLOBES

(Shelf card)

The above card represents two copies of the same globe: accessioned as no. 39 and no. 40.

3DX
7

Gift

The Kensington Rune Stone. Kensington, Minn.
Lola's Ceramics.
Replica. 4 1/2" x 5" x 8" high.

A ceramic replica of the stone unearthed on a Swedish-American farm near Kensington, Minn. in 1898; the runic inscription (of disputed authenticity) was dated 1362 and it told of the plight of Norsemen who had come to that area; donated by Izetta Sparks, Laboratory School teacher of mathematics. See verso.

(Shelf card)

Library has also
VF
L26
Exploration
1180/3

Text, colored photographs, and post cards to accompany the ceramic replica.

1. VIKINGS 2. AMERICA - DISCOVERY AND EXPLORATION

(Reverse side of the shelf card)

X. A. 2. Kits of printed, programmed materials.

The kit category has been used in this library for boxed, printed, programmed materials. It has not been found necessary nor desirable to use the kit category for multi-media units, though it is conceivable that something might be acquired in the future that would require this treatment. Thus far, each medium has been stored with its kind regardless of the multi-media combinations, which are, of course, brought out in cataloging.

In the call number, the kit symbol, K, is followed by a symbol for size: W, X, Y, or Z, representing the same storage volume requirements assigned to the letters for three-dimensional objects. See the preceding section in this outline: X, A, 1.

A separate series of accession numbers is used for kits, which are accessioned as a whole, one number to the kit.

a. Card form

Call number

Title. Manufacturer; serial number; date.
Kit of printed, programmed materials. Box size.

Price

Description and/or production information.
Contents

b. Sample cards

KX
18
J

Spelling word power laboratory, IIa. Science Research Associates; 3-7500; c1966.
Kit of printed, programmed materials. Box 7 3/4" x 11 3/4" x 10" high.

$59.50

A set of materials that provides for multi-level instruction, developed by Don H. Parker and Frederic R. Walker for Grade 4.
Contents: -76 word wheels. -3 achievement surveys. -44 check tests. -44 key cards. -1 student record book. -1 teacher's handbook.
See verso.

(Shelf card)

1. ENGLISH LANGUAGE - SPELLING - PROGRAMMED INSTRUCTION I. SRA spelling word power laboratory. II. Parker, Don H

(Reverse side of the shelf card)

X. A. 2. Kits of printed, programmed materials, continued

b. Sample cards, continued

KX
25

The literature sampler, secondary edition. Education Division of Xerox Corporation; 3-5001; c1962.
Kit of printed, programmed materials. Box 12"x16"x9" high.

$49.50

Developed by Learning Materials, Inc., a subsidiary of the Educational Division of the Xerox Corporation; published by Encyclopaedia Britannica Press; designed for grades 7 through 9 at reading levels 5 through 11. See verso.

(Shelf card)

Contents: -144 book previews, excerpts from a wide variety of books most often read and enjoyed by students. -144 reading aid cards matched with the book previews to help the student expand his reading skills, such as the ability to draw inferences and prove them, and to interpret the author's meaning. -144 discussion cards to help the student think critically. -1 teacher's guide. -1 student's log as a sample for the teacher.

1. READING - PROGRAMMED INSTRUCTION

(Reverse side of the shelf card)

X. A. 3. Art slides

When the art teacher at the Laboratory School and teachers of the University Department of Art were consulted regarding practical ways to analyze and index collections of slides and other art collections, they stressed the usefulness of knowing the form, medium, nationality, and general time period represented by a work of art, in addition to knowing the name of the artist, the title, the subject and often the visual elements, the image content of the work.

The time or historical period headings, all of which are stated so that they begin with the word, ART, can serve another useful purpose in bringing all art slides and some other art materials together in the catalog. As pointed out in the note at the end of Section IV of this outline, materials arranged by accession numbers often need entries under broad as well as specific headings. See the list of historic art periods that follows in this outline.

The visual theme, the image content, is a needed but usually neglected field in the analysis and cataloging of works of art. The Laboratory School Library has made a primary start in this field.

Though there is not yet a published authority list of headings for cataloging the visual elements of art, the librarian can study the terminology used in chapter headings and indexes of books about art, particularly those that deal with composition and formal elements of art. As a start for the beginner, Bernard Karpel, Librarian of the Museum of Modern Art, New York, has suggested the following:

Arnheim, Rudolf. Art and Visual Perception; A Psychology of the Creative Eye. Berkeley and Los Angeles, University of California Press, 1954.

Barr, Alfred H., Jr. Fantastic Art, Dada and Surrealism. New York, Museum of Modern Art, 1936. (Arno Press reprint, New York, 1967)

Bettmann, Otto L., editor. Bettmann Portable Archive . . . Illustrations Culled from Files of The Bettmann Archive, Topically Arranged and Cross-Referenced to Serve as an Idea Stimulator and Image Finder. New York, Picture House Press, 1966.

Denver Art Museum Quarterly.
Language of Vision (Winter, 1966)
Light (Fall, 1962)
Point and Line (Fall, 1965)
Shape and Form (Fall, 1960)
Space (Fall, 1961)
Structure (Fall, 1959)

X. A. 3. Art slides, continued

Reinhold Visuals: Aids for Teaching. Editors: Lidstone, Lewis, Brody. New York, Reinhold, 1967.
Portfolio 1 Line
Portfolio 2 Mass
Portfolio 3 Organization
Portfolio 4 Surface
Portfolios 5-8 scheduled for 1969

Wyman, Jenifer D. and Stephen F. Gordon. Primer of Perception. New York, Reinhold, 1967.

Some catalogs and other reference books we have found useful in locating cataloging information for works of art are the following:

American Library Color Slide Company, New York. The American Library Compendium and Index of World Art; Architecture, Sculpture, Painting, and the Minor Arts as Compiled from the Archives of the American Library of Color Slides. New York, American Archives of World Art, 1961.

----- Teachers Manual for the Study of Art History and Related Courses, Derived from the American Library Compendium and Index of World Art . . . 1964.

Bates, Kenneth F. Basic Design; Principles and Practice. The World Publishing Company, 1960.

Encyclopedia of Painting; Painters and Painting of the World from Prehistoric Times to the Present Day. New York, Crown, 1955.

Monro, Isabel Stevenson and Kate M. Monro. Index to Reproductions of American Paintings. . . New York, H. W. Wilson, 1948.

----- ----- Supplement. New York, H. W. Wilson, 1964.

----- Index to Reproductions of European Paintings . . . New York H. W. Wilson, 1956.

Newark, New Jersey, Free Public Library. The Picture Collection, Subject Headings, edited by William J. Dane, 6th edition. Hamden, Conn., Shoe String Press, 1968.

New York Graphic Society. Fine Art Reproductions; A Comprehensive Illustrated Catalog of Art through the Ages. Greenwich, Conn., 1965.

Unesco. Catalogue of Colour Reproductions of Paintings Prior to 1860, 8th edition revised and enlarged. Paris, 1966.

----- Catalogue of Colour Reproductions of Paintings 1860 to 1965, 8th edition revised and enlarged. Paris, 1968.

X. A. 3. Art slides, continued

a. Card form

The card form for art slides follows the general form given for slides in Section VII, C, of this outline, with certain desirable elaborations.

Call number

Title. Manufacturer; serial number.
Projection slide. Size. Color. (Series note)

Price

Production note, which includes: artistic form and medium, date, artist; art instructor under whom a pupil artist worked; agent making the slide if this is not fully indicated in "Manufacturer" above; source of the original or the reproduction photographed; present owner and/or location of the original work.

See verso

(Shelf card)

Contents of sets
Library has also

Call number

Title of accompanying material. (Brief description of accompanying material)

1. ARTISTIC FORM, ADJECTIVE INDICATING NATIONALITY OR CULTURE 2. GENERAL PERIOD IN ART HISTORY 3. VISUAL THEME, VISUAL CONTENT AND/OR VISUAL DEVICES [if needed] 4. SUBJECT [if needed] I. Artist, II. Variant titles. III. Series IV. Institutional sponsor, publisher, or corporate "author" [if needed]

(Reverse side of the shelf card)

X. A. 3. Art slides, continued

b. Entries

Besides the main entry under title, entries are made for the following as needed:

(1) Artist, e.g.:
Michelangelo Buonarroti

(2) Variant titles, e.g.:
The Blue Boy

(3) Institutional sponsor, publisher, or corporate "author," e.g.:
North Texas State University. Art Department.

(4) Series, e.g.:
Metropolitan Museum's seminars in art

(5) Artistic form and nationality or culture, e.g.:
SCULPTURE, ITALIAN

(6) General time period in art history represented, e.g.:
ART, RENAISSANCE
ART, 20TH CENTURY

(7) Visual or symbolic theme, image content, or visual devices e.g.:
COURAGE
ENERGY
ALLOVER PATTERN
GEOMETRIC STYLE
FORESHORTENING

(8) Subject, e.g.:
NEFERTITI, QUEEN OF EGYPT

c. Sample cards

For slides commercially produced

SY 767 — Hawk of Horus. American Library Color Slide Company; 20033-C.
Projection slide. 2"x2" Color.

$1.50 bound — Sacred bird of the ancient Egyptian god, Horus; sculptured during the XIX Dynasty, 1314-1197 B.C.; now located in the British Museum, London.

1. SCULPTURE, EGYPTIAN 2. ART, ANCIENT

(Shelf card)

X. A. 3. Art slides, continued

c. Sample cards, for slides commercially produced, continued

SY
794/5

$1.50
each
bound

Dying slave. Color Slide Encyclopedia; S-490, S-493.
2 projection slides. 2"x2" Color.
Sculpture by Michelangelo.
Contents: -1. Front view. -2. Right-front view.

1. SCULPTURE, ITALIAN 2. ART, RENAISSANCE
I. Michelangelo Buonarroti

(Shelf card)

SY
810/5

$1.50
each
bound

Venus of Milo. Color Slide Encyclopedia; S-565, S-565.1, S-565.2, S-567, S-567.1, S-569.
6 projection slides. 2"x2" Color.
Greek sculpture also called "Aphrodite;" now located in the Louvre, Paris, France.
Six views from various angles.

1. SCULPTURE, GREEK 2. ART, ANCIENT
I. Aphrodite

(Shelf card)

X. A. 3. Art slides, continued

c. Sample cards, for slides commercially produced, continued.

The following cards represent a book with an accompanying set of twenty colored slides, which came originally in slots attached to the back cover of the book. For safer handling and storage, the slides were removed from the book, bound between glass with metal binders and placed with the rest of the slide collection. Catalog cards for the set are based on the shelf card for the book with no cards in the catalog for the slides alone.

709
W49p
$7.50

Werner, Alfred.
Paul Gauguin. McGraw-Hill Book Company, c1967.
47 p. illus. (Color slide program of the great masters)

Library has also
SY
1008/27
Paul Gauguin. (A set of color slides to accompany the book)

See verso.

(Shelf card for the book)

1. GAUGUIN, EUGENE HENRI PAUL 2. PAINTINGS, FRENCH 3. ART, 19TH CENTURY I. Series

Reverse side of the shelf card for the book)

SY
1008/27

Paul Gauguin. McGraw-Hill Book Company, c1967.
20 projection slides. 2"x2" Color.
(Color slide program of the great masters)

Library has also
709
W49p
Paul Gauguin. (A book to accompany the set of slides)

(Shelf card for the slides)

X. A. 3. Art slides, continued

c. Sample cards, continued

For slides produced locally

SY 691

Texas hold. Laboratory School Library, 1967.
Projection slide. 2"x2" Color.

$1.50 bound

Hooked rug by LeRoy Robert Wilce; photographed during a faculty exhibition of the Art Department, North Texas State University, March, 1967.

1. RUGS 2. DESIGNER CRAFTS, AMERICAN 3. ART, 20th CENTURY I. Wilce, LeRoy Robert. II. North Texas State University. Art Department.

(Shelf card)

SY 704

Dying bull. Laboratory School Library, 1967.
Projection slide. 2"x2" Color.

$1.50 bound

Oil painting on canvas, 1934, by Pablo Picasso; photographed during the Picasso Exhibition, Dallas Museum of Art, February 8-March 26, 1967; the original owned by Mr. and Mrs. Kirk Douglas, Beverly Hills, California.

1. PAINTINGS, EUROPEAN 2. ART, 20th CENTURY I. Picasso, Pablo

(Shelf card)

Art of the 20th Century is so internationalized that it is difficult sometimes to assign an artist or his work to a particular country. Though Picasso is Spanish by birth, he is French by affiliation in his work.

X. A. 3. Art slides, continued

c. Sample cards, continued

For slides produced locally -- Children's art work

SY
832

$1.50
bound

Nonobjective painting. Laboratory School Library, 1967.
Projection slide. 2"x2" Color.

Acrylic painting, spring 1967, done cooperatively by the Laboratory School sixth grade; Mary Carden, art instructor; Paul Jerome Hartley, student teacher; each member of the class made an addition to the painting, but the final work was done by certain students after their ideas had been approved by the class as a whole.

See verso.

(Shelf card)

1. NONOBJECTIVE DESIGN 2. CHILDREN AS ARTISTS
I. North Texas State University. Laboratory School.

(Reverse side of the shelf card)

SY
833/7

$1.50
each
bound

Nonobjective paintings. Laboratory School Library, 1967.
5 projection slides. 2"x2" Color.

Five acrylic paintings, spring 1967, done individually by John Shelton, Jud Sherman, Patrick Long, Alec McKinley, and Jerry Vela, sixth grade pupils, North Texas Laboratory School; Mary Carden, art instructor; Paul Jerome Hartley, student teacher.

See verso.

1. NONOBJECTIVE DESIGN 2. CHILDREN AS ARTISTS
I. North Texas State University. Laboratory School. II. Shelton, John Scott (833) III. Sherman, Judson Van (834) IV. Long, Patrick Boyd (835) V. McKinley, Alec William (836) VI. Vela, Gerard Roland (837)

(Reverse side of the shelf card)

X. A. 3. Art slides, continued

c. Sample cards, continued

For slides produced locally -- Children's art work

SY
728

$1.50
bound

Crayon design. Laboratory School Library, 1967.
Projection slide. 2"x2" Color.

Wax crayon design (Allover pattern in free-form style) 1967, by Gary Taylor, sixth grade pupil, North Texas Laboratory School; Mary Carden, art instructor.

1. ALLOVER PATTERN 2. FREE-FORM STYLE
3. CHILDREN AS ARTISTS I. Taylor, Gary.
II. North Texas State University. Laboratory School.

(Shelf card)

SY
938

$1.50
bound

Paper construction. Laboratory School Library, 1967.
Projection slide. 2"x2" Color.

Designed and made by Terry Linebarger, fifth grade pupil, North Texas Laboratory School; Mary Carden, art instructor.

1. PAPER SCULPTURE 2. CHILDREN AS ARTISTS
I. Linebarger, Terry Glyn. II. North Texas State University. Laboratory School.

(Shelf card)

X. A. 3. Art slides, continued

c. Sample cards, continued

For slides produced locally -- Children's art work

SY 852

$1.50 bound

Butterfly. Laboratory School Library, 1967.
Projection slide. 2"x2" Color.

Tempera painting by Nancy Simpson, kindergarten pupil, North Texas Laboratory School; Margaret Eden, teacher.

1. CHILDREN AS ARTISTS I. Simpson, Nancy Inge. II. North Texas State University. Laboratory School.

(Shelf card)

SY 950/67

$1.50 bound each

Wax carvings. Laboratory School Library, 1967.
18 projection slides. 2"x2" Color.

Wax carvings from blocks made of a paraffin wax and sawdust mixture, 1967, by pupils of the D Section of the Seventh Grade, North Texas Laboratory School; Mary Carden, art instructor.

Contents: -1/2. Pig, by Mark Schneider. -3. Elephant, by Preston Dutson. -4. Elephant, by David Schkade. -5. Pig, by Dan Ford. -6. Dog chewing a bone, by Barbara Buell. -7. Bear, by

See verso.

(Shelf card)

Christy Mitchell. -8/9. Rhinocerous, by Bill Painter. -10/1. Dog, by Louis Parks. -12/3. Frog, by John Shelton. -14/5. Rabbit, by Elaine Braley. -16. Fish, by Donna Reed. -17/8. Figure, by Sue Miller.

1. CHILDREN AS ARTISTS I. North Texas State University. Laboratory School.

(Reverse side of shelf card)

When the subject entry is the same as the title, it is usually omitted.

X. A. 3. Art slides, continued

c. Sample cards, continued

For slides produced locally -- Children's art work

SY 939/49

$1.50 each bound

Candles. Laboratory School Library, 1967.
11 projection slides. 2"x2" Color.

Sand-cast candles made of paraffin wax tinted with colored wax crayons, 1967, by eigth and ninth grade pupils, North Texas Laboratory School; Mary Carden, art instructor; Penelope Campbell, student teacher.

Contents: -1. By Brenda Rawls. -2. by Susan Greene. -3. By Margaret Donsbach. -4. By Wade Carter. -5. By June Howell. -6. By Ellen Gardner. -7. By Stuart Mauldin. -8. By Pat Neale. -9. By Jan Rogers. -10. By Richard Powell. -11. By Debra Miller.

See verso.

(Shelf card)

1. CHILDREN AS ARTISTS I. North Texas State University. Laboratory School.

(Reverse side of the shelf card)

SY 839

$1.50 bound

You're responsible. Laboratory School Library, 1967.
Projection slide. 2"x2" Color.

A fire-prevention poster, spring 1967, by Margaret Donsbach, Grade 8, under the direction of Mary Ann Smith, student teacher; Mary Carden, art instructor.

1. POSTERS 2. FIRE PREVENTION I. North Texas State University. Laboratory School.

(Shelf card)

X. A. 3. Art slides, continued

d. A simplified list of headings representing general time periods in the history of art (used for art slides, filmstrips, motion pictures, and all other cataloged art visuals)

ART, ANCIENT (500,000 B.C. to the 5th Century A.D.)

ART, MEDIEVAL (2nd to 15th Centuries A.D.)

ART, RENAISSANCE (13th to 16th Centuries A.D.) See also the more specific headings:
ART, BYZANTINE
ART, ROMANESQUE
ART, GOTHIC

ART, BAROQUE AND ROCOCO (17th and 18th Centuries A.D.)

ART, 19th CENTURY

ART, 20th CNETURY

e. Some other broad geographic and cultural headings are used if the above headings are not regarded adequate, e.g.:

ART plus the adjective for continents, countries, cultures, as well as time periods in Western culture. Also:

ART, ORIENTAL

ART, PRIMITIVE, see also:
ART, AFRICAN
ART, OCEANIC
ART, PRE-COLUMBIAN
CAVE DRAWINGS
CHILDREN AS ARTISTS
FOLK ART

f. Suitable headings for the forms and types of art are taken from the Sears List if possible, e.g.:

ARCHITECTURE
DRAWINGS
PAINTINGS
Prints, see
AQUATINTS
COLOR PRINTS
ENGRAVINGS
ETCHINGS
LINOLEUM BLOCK PRINTS
LITHOGRAPHS
STENCIL WORK
WOOD ENGRAVINGS
SCULPTURE, see also
BRASSES
BRONZES
MASKS (SCULPTURE)
MOBILES (SCULPTURE)
SOAP SCULPTURE
WOOD CARVING

X. A. 3. Art slides, continued

f. Headings for forms and types, continued

Though the Sears List is very irregular in its application to art work, it was decided to use it as a point of beginning, because in this library one of the basic guide lines for the organization of the nonbook materials was having one integrated, comprehenisve, dictionary catalog, using one subject heading authority list for all types of media. But new headings have been and will continue to be added to the list as needed.

B. Some policy changes since the first edition, 1953.

1. Changes in regard to the vertical file.

Scripts, teaching guides, and other limp printed materials designed to accompany audio-visual aids had been filed in the vertical file with other materials on the same subject for a long period of time. These accompanying materials were distinguished from the others by an accession number added to the usual call number for the subject. See Topics III and IV of the outline. They were filed at the back of the folders for the various subjects, subarranged by accession number to make locating them easier.

Though this system had worked well for nearly twenty years while our library service was mainly to students, teachers, and student teachers in our own school, it began to break down in 1964-1965 when great numbers of student teachers working in all parts of the city and the region began to make extensive use of our files. It became impossible to keep the accessioned materials sorted in the folders, and therefore, it became increasingly difficult to locate the scripts and guides quickly when they were needed. For this reason, the accessioned materials were transferred from the "public" file to a separate file closed to the public.

This change in no way restricted the use of the materials since they could be located easily through the catalog. It merely meant that the user would ask the librarian or library assistant to locate the materials for him instead of trying to find them for himself.

2. Changes in regard to filmstrip sets or series.

Sets, or series, of filmstrips are cataloged as a whole unless:

The set is incomplete.
The library already has one filmstrip from the set.
There are duplicates of some but not all of the filmstrips in the set.
No series or set titles appears on the filmstrips themselves.
The set is very large and has individual teaching guides or scripts for each filmstrip. For such a set it is often possible to catalog the filmstrips individually for a limited number of entries and at the same time to catalog them collectively for other entries. See the example in IX, K, of this outline.

X. B. Some policy changes, continued

2. Changes in regard to filmstrip sets or series, continued

Title analytics are made for filmstrips in sets cataloged as a whole. Also subject analytics are made when needed.

A contents note is given for sets cataloged as a whole. If the contents note is long and makes an extension card necessary, it may be omitted on analytic cards.

3. Changes in regard to sound recordings.

In cataloging disc records, we now use matrix numbers instead of printed numbers if the printed numbers are not unique for each physical side.

The number of disc sides given in the physical description is interpreted to mean the physical sides regardless of whether they repeat with audible and inaudible signals. Examples:

> Speech record. 33 1/3 rpm. 12" 4 sides; side 1 of each disc auidble signals, side 2 inaudible.

> Speech record. 33 1/3 rpm. 12" 2 sides that are identical except for the audible or inaudible signals.

More extensive use of the performer entry as the main entry. Many long-play records tend to resemble concerts, presenting many and varied compositions by many composers but performed by a single performer or group, and cataloging is simplified by making the main entry a performer entry when there is no over-all label title or cover title.

Analytics for "serious" musical compositions are entered under the name of the composer followed by the conventional title. Analytics for popular and semi-classical music and hymns are entered under their popular titles, which are usually better known than the composers.

When several compositions are recorded on a single record or record album or a single tape and when these compositions (or programs) are cataloged separately -- tracings that apply to the record or tape as a whole will be found on the shelf card; tracings that apply to individual compositions or programs will be found on the main catalog entry for the particular item. A reference at the end of the tracing on the shelf card calls attention to other tracings on the main catalog cards.

X. B. Some policy changes, continued

3. Changes in regard to sound recordings, continued

Sometimes it is more convenient and practical to shelve printed matter with the record it is designed to accompany. A book-accession number is assigned to the printed pamphlet or book if it is not permanently attached to the record-cover. Its call number consists of the record call number plus the book accession number. A call number on the printed matter identifies it if it should become separated from the records.

Panorama sets consisting of a book, a record, and two papermounted strips of 16 mm slides are shelved with the records, marked with a record call number. The record and slides are stored in the book's cover-pockets.

Music recorded on tape and speech recorded on tape are handled much in the same way as music and speech records on discs. The same policies hold for conventional titles and main entries. Tape recordings continued to be entered along with disc recordings in the files for RECORDS (MUSIC) and RECORDS (SPEECH), and a separte list is made also under TAPES though these entries are not indicated in the outline.

The first two tapes ordered for the pre-recorded tape collection were single one-track tapes, one program to the tape, for use with our older recorder.

Since the purchase of the Voice-of-Music 4-track recorder, all tapes have been ordered pre-recorded on four tracks, one program per track, with ADCB trackage arrangement, that is: (A) first side, upper head; (D) second side, upper head; (C) first side, lower head; (B) second side, lower head. This is a convenient arrangement for playing the programs in sequence without having to rewind the tape.

For multi-program tapes, one shelf entry is made for each tape; also one entry is made in the TAPES file; usually one entry is made also in the RECORDS file. Each program is cataloged separately for other entries, except where all programs on a tape can be represented by the same heading. An exception is made for the series entry. A separate series entry is made for each program even if all the programs on the tape are from the same series. This is especially useful in order work.

Entries are rarely made for producers. One exception is Texas School of the Air and Tapes since this is a main source of free copies. A listing under this producer and distributor is a convenient aid in order work. It helps make evident the gaps to be filled, and it helps prevent duplication.

X. B. Some policy changes, continued

3. Changes in regard to sound recordings, continued

Series entries are made if it seems that they will be useful. A reference may be made from well-known producers to the series entries for their productions.

Analytics are made for most musical compositions and for poems; also they are made for excerpts and versions of books.

For long recordings of music which have as their main purpose mood or rhythm or background musical atmosphere, analytics are not made for the various compositions. They are indicated, however, in contents notes at least on the main catalog card, i. e. the title entry, with a reference on all other catalog cards to the main card. Entries are made for the type of music or the kind of rhythm and sometimes for well-known performers and composers.

C. A short list of useful tools and references. See also the list in Section X, A, 3, Art slides.

Anglo-American Cataloging Rules. North American Text. Chicago, American Library Association, 1967.

Boggs, S. W. and D. C. Lewis. The Classification and Cataloging of Maps and Atlases. New York, Special Libraries Association, 1945.

Clarke, Virginia. Non-Book Library Materials. Denton, Texas, Laboratory School Library and North Texas State College Print Shop, 1953.

Cutter, C. A. and K. E. Sanborn. . . .Alphabetic-Order Table, Altered and Fitted with Three Figures . . . Chicopee Falls, Mass., H. R. Huntting Company.

Dewey, Melvil. Dewey Decimal Classification and Relative Index. 9th abridged edition. New York, Forest Press of Lake Placid Club Educational Foundation, 1965.

Hopkinson, Shirley L. The Descriptive Cataloging of Library Materials. 2nd edition. San Jose, California, Claremont House, 1963.

Ireland, Norma Olin. The Pamphlet File in School, College, and Public Libraries. Revised and enlarged edition. Boston, F. W. Faxon Company, 1954.

----- The Picture File in School, College, and Public Libraries. Revised and enlarged. Boston, F. W. Faxon Company, 1952.

Raiz, E. J. General Cartography. New York, McGraw-Hill Book Company, 1939.

Sears List of Subject Headings. 9th edition. Edited by Barbara Marietta Westby. New York, The H. W. Wilson Company, 1965.

Standards for Cataloging, Coding, and Scheduling Educational Media. Washington, D. C., Department of Audiovisual Instruction, National Education Association, 1968.